

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Adult Education and Nutrition Programs
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Middletown, CT 06457-1543

M E M O R A N D U M

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen B. Staggenborg, Bureau Chief
Bureau of Adult Education and Nutrition Programs

DATE: December 2, 2003

SUBJECT: Operational Memorandum #05C-04 and #05H-04 **Operational Issues**
1. Contracting Out Management Functions in CACFP
2. Notice of Announced or Unannounced Review Visits-CENTER SPONSORING ORGANIZATIONS ONLY
3. Child Nutrition Program Staff Change

1. Contracting Out Management Functions in CACFP

As institutions have encountered increased CACFP requirements, the issue of contracting out certain program functions is being explored. It is therefore necessary to provide the regulatory requirements that must be observed by all CACFP institutions which have contracted or will in the future contract out specific CACFP management functions.

Section 226.15(c) of the CACFP regulations requires that *"Each institution shall accept final administrative and financial responsibility for Program operations."* It further stipulates that *"No institution may contract out for management of the program."* The intent of this provision is to guarantee that institutions retain administrative and financial responsibility for program operations. The U.S. Department of Agriculture believes that such responsibility cannot be exercised effectively by institutions which contract out for critical aspects of program management. Institutions must have operational responsibilities and an ongoing role in program management if they are to retain firm control over their programs.

The regulation prohibits an institution from contracting out for all of its management functions. Management functions which institutions **MAY NOT** contract out under any circumstance include:

- Monitoring;
- Corrective action;
- Claim submission; and
- Preparation of application materials.

Institutions **MAY** contract out for management tasks such as bookkeeping (but not claim submission as indicated above), data processing, or the service of a nutritionist. Such contracting is permissible whether or not the institution provides its own food or obtains food service from an outside vendor.

Existing contracts for CACFP management functions are being scrutinized to ensure that the requirements are met. Additionally, institutions considering any contractual arrangement are encouraged to contact the State agency for guidance.

2. Notice of Announced or Unannounced Review Visits-CENTER SPONSORING ORGANIZATIONS ONLY

In September 2002 institutions were informed via Operational Memorandum #16A-02 & #16C-02 (dated September 5, 2002) about new CACFP requirements resulting from the interim rule: *Implementing Legislative Reforms to Strengthen Program Integrity*. Included in the memorandum was a sample form to be used by sponsoring organizations of two or more center facilities in providing written notification to each facility of the right of the sponsor, the State Department of Education, the U.S. Department of Agriculture, and other State and Federal officials to make announced or unannounced monitoring review visits of their operations, and that anyone making such review visits must show photo identification.

This is a reminder that this notification must be provided to **all new facilities (added by the sponsor after July 29, 2002) prior to the beginning of the facilities' meal service operation**. Documentation will be requested for review during the upcoming administrative reviews. The sample that may be used is again included with this memorandum.

3. Child Nutrition Program Staff Change

There has been a staff change in the Community Nutrition Programs Unit of the Bureau of Adult Education and Nutrition Programs. Susan Bransfield who worked with **Child and Adult Care Centers** is on leave from the Department until 2005. Therefore, any questions or issues previously forwarded to Ms. Bransfield must now be redirected to Susan Boyle, Benedict Onye or Charlene Russell-Tucker. The Bureau is hopeful that Ms. Bransfield's position will be filled in the near future.

In order to assist CACFP institutions with contacting the Community Nutrition programs staff, a quick reference list is enclosed. The list shows the organizational structure along with the contact information of each staff member in the unit. Please note that a quick reference to assess the website is also included. Please post as appropriate.

If there are questions regarding the issues addressed in this memorandum contact the Bureau of Adult Education and Nutrition Programs at any of the numbers indicated on the enclosed Child Nutrition Programs listing.

MBS: crt
Om#05C-04 and #05H-04 (12-02-03) k
Enclosures